

MINUTES

ASSOCIATION OF UNIT OWNERS OF THE WEST OAKS CONDOS

February 22nd 2016

The Board meeting of the Association of Unit Owners of the West Oaks Condos was convened at New Morning Bakery in Corvallis OR at 6:03pm by Kurt Powell of Willamette Community Management. Directors Denise Wells, Daniel Hough, Mary Fell, and Katie Lanker were present. Kurt Powell, Willamette Community Management was also present. No owners were present.

Minutes: The Board **APPROVED** the minutes from January 14th 2016 with a motion by Denise.

Updates:

Safety Railings: WCM noted that the Safety Railings have been powder coated as planned by Outdoor Fence and have been reinstalled.

Light Timers: WCM was able to purchase additional light timers for the buildings. 4 more timers are needed for the replacement of the photo cells for the garage lights. The Board **APPROVED** the purchase of 4 additional timers for the garages.

Auto Shut Off Valves: WCM researched earthquake automatic natural gas shut off devices for the natural gas meters for owners. NW Natural told WCM during phone conversations that if the Board was interested in pursuing the device installation, NW Natural would not allow the shut off devices to be installed on the large pipe running to the buildings. Instead, the devices would be required to be installed on each individual unit. As the Board understood some timers can "trip" when a large truck drives close to the unit, and because the cost to each owner would be relatively high, the Board chose not to pursue this topic further.

Sewer backup in building H: WCM received a notice that one of the units in building H was experiencing sewer backup in one of the pipes. As the Condo Association is responsible for sewer pipes according to the governing documents, Roto Rooter was hired to clear out the clog.

NLS Performance: WCM reviewed the performance by NLS over the past month. The Board requested that WCM copy upper management on all emails to Molly Hendryx, the area supervisor for NLS, until further notice.

Downspout Curves: WCM requested that ARMOR Contracting add bending elbows to the bottom of each downspout coming off of a carport so as to minimize splashing from rainwater on adjacent vehicles.

Water leak outcome on Grand Oaks Dr Street: WCM reported what it found on researching the outcome of a water leak originating from the property near the Grand Oak Apartments onto Grand Oaks Drive and off site from West Oaks Condos.

Noise in downspouts: WCM reviewed the noise in the downspouts from dripping rainwater. The Board requested that WCM acquire quotes for this work to be reviewed at a future meeting.

Collection - Payoff Negotiation: The payoff negotiation has been completed with a delinquent owner as approved at the last meeting. West Oaks should see the payoff arrive in the bank after a two week hold has been completed on the incoming check.

Maintenance contract by email for janitorial: The Board reviewed the janitorial maintenance contract and requested that the Board review the specifications for the janitorial maintenance contractor to clarify expectations moving forward.

Decision Items and Potential Projects

Building Insurance Renewal: The Board **APPROVED** an email to renew the insurance policy with Farmer's Insurance Company.

Parking Appeal: The Board reviewed a request from an owner to switch their reserved parking space with a covered handicap parking space closer to their unit. West Oaks currently has three handicap spaces that are covered and three that are uncovered in the complex. As the Board did not wish to uncover one more of the covered handicap parking spaces, the Board **APPROVED** a motion by Denise to extend the original offer to allow the owner to switch the uncovered space 509 for the covered space 734 (the space they were originally assigned by the developer) on the north side of the complex at no charge during the sealcoating event scheduled to happen this summer.

Financial Review: The Board **APPROVED** a motion to hire Schwindt and Co to perform the financial review for West Oaks Condos.

Landscaping: The Board **APPROVED** a motion to hire Gaia to perform the plant removals on site for \$770.

Soil Amendments: The Board **APPROVED** a motion to acquire additional quotes for putting down lime and fertilizer.

Monument Sign Redesign: The Board **APPROVED** a motion to get pricing from a vendor for a front monument sign.

Future Projects: The Board requested not to move forward with walling in the carport or adding concrete steps outside building E. The Board requested that WCM look into combining these projects with the future projects for the north sides of building E - I.

Building Project 2016: The Board **APPROVED** a motion to hire Vial Fotheringham to draft the contract between Morrison Hershfield and West Oaks Condos. The Board requested that WCM look into adding the oven and natural gas outside vent termination design as discussed at a previous meeting to the scope of work.

Contract Concrete Patch building entryway: WCM did not have any new information on this topic at this time. WCM will give a report on this at the next Board meeting.

Small Dog Pickup Signage: The Board requested that WCM purchase and install small signage requesting that owners pick up after their dogs on site.

Prohibiting Carpet Scrap Doormats: The Board **APPROVED** a motion to modify the house rules to prohibit unbound carpet scraps to be used as doormats at the condominium complex.

Replacement Signage for West Oaks: WCM reported to the Board that some of the building signage is starting to fade due to age. Daniel Hough suggested redesigning the signs for West Oaks. The Board requested that WCM send out potential sign designs to review at a subsequent meeting.

Security - False Camera/Real Camera/Outdoor Convex Mirror/New LED light: The Board reviewed options regarding additional security near the garbage enclosure at West Oaks. They requested that WCM give the Board a mockup picture showing the installation of a convex mirror at the garbage enclosure at West Oaks.

Pool Membership: Daniel Hough noted that local real estate agencies have suggested to him that it would be of a benefit to owners at West Oaks if they could purchase memberships to the pool at the Grand Oaks Apartments adjacent to West Oaks. WCM will ask the apartments if they are interested in offering such an option to residents in West Oaks.

Guest Parking: Daniel Hough noted that his resident seemed to recognize multiple cars in the visitor parking spaces that appear to belong to units in West Oaks. WCM will look into this situation after receiving information from his resident as to what cars may belong to units in building I.

Food Waste: Daniel Hough noted that the food waste is still not being picked up on a regular basis at West Oaks. WCM will contact Allied Waste to have this situation reviewed and corrected.

On Site Janitor: Daniel asked if it would be possible for West Oaks to hire a single individual to perform janitorial tasks on site at West Oaks. WCM will look into the idea of this and will review it with the Board at the next meeting.

The next meeting of the Board of Directors is March 31st 2016.

The Board meeting adjourned at 8:03pm.